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R.T.C.A. reserves the right to make changes to the Student Handbook, if during the term of the school year the Board of Directors should determine that a change is necessary, for the sound operation of the school.
MISSION STATEMENT
The mission of the school is to offer a quality education in a Christian environment by using strict academic standards and discipline to foster spiritual, intellectual and social growth.

ACADEMIC VISION
Our vision is to implement a sequenced academic program using up to date resources and technology in a Christ-centered environment. All students will be encouraged to reach their potential and to be prepared for college, technical school, or the work force. Graduates will be productive citizens in a global society.

SPIRITUAL VISION
Robert Toombs Christian Academy provides an atmosphere in which God is glorified by encouraging and equipping students to develop a personal relationship with Christ and to display and witness Christ-like character in their everyday lives.

CORE VALUES
- Community
- Courage
- Excellence
- Fairness
- Faithfulness
- Honesty
- Individuality
- Integrity
- Kindness
- Resilience
- Respect
- Truthfulness

GOALS
1. Educational Excellence
   RTCA will provide the most innovative, complete and challenging curriculum to prepare students for college and for careers which may not exist today.

2. Technology
   RTCA will promote the use of cutting-edge technology.

3. Resources
   RTCA will obtain the resources needed to support excellence in student learning.
4. **Professional Development**
   RTCA will develop a professional development program that promotes learning, innovation and creativity by stimulating critical thinking and problem solving.

**COMMUNICATION**
The Sycamore school software will be used to communicate with parents. Families will receive login information via email and at Open House prior to the first school day. The school software system is RTCA’s main form of communication from teachers and administration. In addition, gradebooks, events, sports information and other pertinent information will be housed in the Sycamore portal. It is the responsibility of the parents to update contact information in the school software as needed.

Announcements will be made over the public address system immediately after the morning tardy bell. Students are expected to keep informed of school events by listening to the announcements.

A calendar of activities is prepared and maintained on the school website and in the Sycamore school software.

Other daily announcements are sent out about important information via Sycamore.

RTCA also maintains Facebook and Instagram accounts. Links to these social media sites are available on the website.

**Social Media Misuse**
The use of social media by individuals in and outside of RTCA is widespread and will continue to be prevalent in today’s society. Social media can be a very powerful, positive and productive way of communication; however, improper and inappropriate use of social media can be very damaging, carry legal implications, and/or be considered an infringement of third party rights. Consistent with existing policies, RTCA reserves the right to dismiss any student who chooses to do harm to the school and/or its constituents through the misuse of social media or whose parent and/or other family members choose to do harm to the school and/or its constituents through the misuse of social media.

**SAFETY AND SECURITY**
We take the safety of our students and faculty very seriously. All visitors are required to check in at the front office to receive a visitor’s pass which must be visible before going anywhere else on campus. Teachers as well as administrators are expected to enforce this policy.

Elementary students are escorted to and from all activities. High school students are required to have a hall pass whenever out of their class. RTCA also conducts fire, tornado and bomb drills throughout the school year as well as unannounced searches of campus and vehicles.
ADMISSION PROCEDURES
Students are admitted to Robert Toombs Christian Academy on an individual basis. An Admission file must be completed for each student to include items listed below. Once the file is complete, the Headmaster (or designee) will review each application and schedule a conference with the parents and student making application. Students will be accepted or denied following this conference.

The Admission file must be complete with the following items before a conference can be scheduled:

- Completed application for admission.
- Transcript from the school the student is transferring from, complete with GPA. An unofficial copy will suffice pending withdrawal from transferring school.
- A 3.0 GPA or an 80 or above numerical average is recommended for admission. Students may be admitted on academic probation.
- Standardized test scores or STAR Placement test scores.
- Updated shot records.
- Discipline and attendance history for last two years.
- Writing sample and vocabulary assessment may be requested from students to ensure RTCA is able to meet the academic needs of the student.
- Parent and student interview required.

Available space in appropriate grade must be available to complete admissions process.

Students must turn five (5) by September 1st to enroll in kindergarten and six (6) by September 1st to enroll in the 1st grade.

Students will not be considered if they are more than two years behind grade level based on age or more than one year based on failure.

All requested information must be provided and an interview held before a student is admitted to RTCA. All home schooled students will be admitted on academic probation.

Probationary Admission
When a student is admitted on a Probationary Status, the Academic Committee will review academic progress at end of the 1st nine weeks and at the end of the 1st semester. This review includes, but is not limited to STAR testing, a review of grades, discipline, attendance, work ethic, and overall positive impact on the school by the student and parents. The total academic probationary term will not exceed one year.

Re-Enrollment Requirements
The enrollment status of every student will be reviewed yearly, and students will be readmitted on the basis of academic progress, attendance record, disciplinary record, and the overall positive impact the student and parents have had on RTCA.
A new feature Robert Toombs Christian Academy is implementing is automatic Re-Enrollment. Automatic Re-Enrollment will save time and reduce paperwork while creating a more seamless process for planning purposes. Your child(ren) will be automatically re-enrolled for the next academic school year without you having to complete and return the paperwork to the front office.

Your child will be assured a seat in his/her designated class for the next school year. Re-Enrollment commits to enrolling your child for the entire academic year, honoring the full amount of tuition, and agreeing to all
policies in the contract, in accordance with your enrollment agreement. The Registration deposit is $200 and will be assessed in four equal installments on your February, March, April and May 2018 billing statements. The Registration deposits are prepaid portions of your 2018-2019 fees and are non-refundable.

To opt out of your child(ren)'s re-enrollment notify the Front Office by February 1st. In the event your plans are unknown on this date or if you have any questions, contact the Office Manager.

**Non-Discrimination Policy**
Robert Toombs Christian Academy does not discriminate on the basis of gender, race, color, creed or national and ethnic origin in administration of its educational policies, scholarships, athletics and other school administrated programs. Robert Toombs Christian Academy admits students of any race, color, creed, gender or national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

**Tuition Policy**
If tuition is paid monthly, the first payment is due July 1st and on the first of each month through June. Tuition is past due after the 5th of the month, at which time a $25.00 late fee will be applied to the student’s balance. A $50 fee will be added if not paid by the 20th of the month. Parents cannot exceed three (3) late tuitions in a school term. Upon being past due the third time, the parent will have a choice of signing a bank draft form for monthly tuition payments, or pay the tuition owed in full. At any point deemed necessary by administration, tuition payments may be required to be put on bank drafts. If a catastrophic situation occurs, the Headmaster must be contacted, and the Finance Committee will make a decision on the account. Report cards and transcripts will be held for all students with past due tuition, fees, or failure to return athletic uniforms.

**Return Check/Electronic Return**
It will be the policy of Robert Toombs Christian Academy that every returned check/electronic return received will be charged a fee of $50.00. Also, after the second time a return is received the family will have the option to either pay in cash/ money order or be placed on automatic draft. However, if the automatic draft returns the only option for the family will be cash or money order.

**ATTENDANCE**

**Tardiness**
It is essential that each student make every effort to arrive at school on time. Students who arrive after 8:05 a.m. must sign in the front office. Repeated tardies in grades 6-12 will result in a discipline referral. (See Code of Discipline: Rule 1--Tardiness and Absenteeism Per Quarter).

**Absenteeism**
Students who miss any part of the school day should bring a Student Absentee Form (or available in the school office) signed by a parent on the day the student returns to school in order to receive an “excused” absence. Please attach documentation for any excused absence.
The office will mark the Student Absentee Form as excused or unexcused and issue an excuse to the student that must be signed by the teacher in each class missed. Excused absences include: family or personal illness, death in immediate family, and doctor or dentist visits.

Students can pick up a Make-up Plan Form (or in school office) to record homework assignments. Make-up test dates need to be placed on the Make-up Plan Form, also. Obtain a teacher’s signature for each class.

Students who miss classes will have three days to make up any missed work. It is the responsibility of the student to get with each teacher to make up assignments.

Under no circumstances should a parent disrupt the classroom during the school day to request books or assignments directly from the teacher. Parents may request to pick up assignments, books, etc. from a teacher after school (3:15 PM) by calling the office before 9:30 AM. The office will relay the message to the teacher so he/she can have the materials ready for pickup after school.

Being absent for school the day before a test does not automatically excuse a student from a test if the test has been previously assigned.

Absences due to approved trips may be excused under the following guidelines: The Prearranged Absence Form (or available in the school office) must be submitted at least one week prior to the trip for approval. The request may be approved or denied, depending upon the academic status of the student. Consideration will be given for trips of an educational nature. Consideration will not be given for trips during exam schedules.

Students must attend school until 11:30 or half a day to be counted present for the day. Students must attend at least half a day to participate in any extracurricular activity that day including practices. (Extracurricular activities also include but are not limited to the RTCA Beauty Pageant and Prom.)

**Excused and Unexcused Absences**

An excused absence obligates a teacher to assist a student in make-up work. It is the student’s responsibility to request assistance from the teacher. Teachers are under no obligation to allow students to make up tests and other work missed due to unexcused absences. Lawful absences are:

- Sickness
- Serious illness or death in the immediate family
- Mandatory appearance by a government agency
- Pre-approved trips or events
- Conditions hazardous to student’s health or safety rendering attendance impossible
- Medical appointments (every effort should be made to schedule appointments before or after school.)
- College visitation days for seniors (maximum of 2; must be approved by the counselor)

Work missed for unexcused absences will not be accepted by teachers.
Extended Absences
If a student is seriously ill or is required to be absent for an extended period of time, please see the Guidance Counselor to discuss ways to make-up missed work. Students who have an illness or disability that requires them to miss 10 or more consecutive days may be placed on Hospital/Homebound. Contact the Guidance Counselor for forms to be completed prior to being placed on Hospital/Homebound.

Monitoring/Notification of Tardiness and Absenteeism
Students in grades 6 – 12 will have their tardies and absences monitored by the Director for Student Life. This falls under Rule 1—Unexcused Tardiness and Absenteeism in the Code of Discipline. Parents will be notified of excessive tardies and absences and on referrals which result in consequences. Such notices will be documented by the school.

Other Consequences for Absenteeism
Due to Compulsory Attendance laws, students who miss more than 20 days in a school year may be subject to truancy proceedings by the school and local authorities.

Students in K4-5th grade who accumulate more than 20 absences in a school year will not be promoted. Extenuating circumstances will be handled on an individual basis by following the Student Appeal process

A high school student who has more than ten unlawful absences in one school semester will be reported to the Department of Motor Vehicles, possibly resulting in the loss of his/her license

Daily Arrivals and Departures
The cafeteria/gym will be open and staff will be on duty to accept students for early arrival beginning at 7:15 each morning. Students will be escorted from the cafeteria to the classrooms at 7:50 am each day.

After 7:50 a.m. K-3 through 5th grade should be dropped off under the awning closest to the gym. All other grades should be dropped off in the front of the school. Families with multiple grade levels should drop off under the side awning if one of the siblings is in K-3 through 5th.

Please note there are three lanes of traffic in front of the school. The inside two lanes are for drop off and the outside lane is for traffic. Please do not park in either lane. If you have to come inside, please park in a parking spot.

Students who are not picked up by 3:25 will be escorted to After School Care and charged accordingly. If a student is still on campus after 3:30, RTCA is no longer liable for that student unless the student is involved in an extracurricular activity. Students are not allowed on campus after 3:30 unless involved in an extracurricular activity.
Absence for Part of the Day and Early Departures
A request from parents to excuse a student from one or more classes during 1st – 4th periods must be delivered to the office before first period. Parents providing transportation must come in to the office to sign the student out of school. High school students who drive may sign themselves out provided they have a signed note from a parent to the office before first period.

Students must sign out when leaving campus and sign in when returning to school. Students who do not sign in when returning to campus may be counted absent for the remainder of the day.

Students may not sign out for lunch.

Due to the high volume of checkouts during 5th, 6th, and 7th period, only students with written excuses for doctor’s appointments or students who have submitted a Prearranged Absence Form (or available in the school office) at least one week prior to the date of early pick up will be allowed to be picked up. Extenuating circumstances will be handled on an as needed basis.

These early checkouts are a constant interruption to classes that are in progress. Please be mindful of this, and only pick up your child early in the circumstances described in the above paragraph.

Perfect Attendance
In order for a student to receive a perfect attendance award, the student must be in school every day with no tardies or early dismissals. Students who are participating in school sponsored events, field trips, approved college visits or athletic participation will not be counted absent. Attendance awards will be presented at an Honors Ceremony.

Sickness and Accidents
Students who have a fever or may have an illness that is contagious should not be sent to school.

Should a student become ill during the day, he/she should request permission of the classroom teacher or staff member to come to the office. Parents will be called when their children have a fever or feel they are too sick to be at school.

Before the student signs out, a parent must be notified through the office by telephone that the student is leaving the campus. Transportation will be provided only in emergencies.

Accidents occurring while on campus should be reported to a staff member. First aid supplies are available in the office. Faculty or staff will take proper steps to handle emergency situations when a student needs medical attention. Parents will be called.

Hospital Homebound
Students who have an illness or disability that requires them to miss 10 or more consecutive days will be placed on Hospital/Homebound once the proper paperwork is completed and approved. These absences are not bound to the regular attendance policy. Contact the Guidance Counselor for forms.
MEDICATION
If exceptional circumstances exist in which a student is required to take prescription medicine during school hours, only a member of administration may administer the medicine. All medicine must be presented in a prescription labeled bottle. Students may not keep medication on their person during the school day. Students may keep asthma medicine and EpiPens on their person and assume the responsibility of such.

Written instructions signed by the parent must be turned in with the medication and must include student name, name of medication, time medication is to be administered, required dosage, and a list of possible side effects of medication. Parents/guardians assume responsibility for informing the school of any change in the student’s health or change in medication. The school retains the right to reject requests for the administration of medication for a sufficient cause.

The front office will administer over the counter medications in accordance with parent permission. The medications must be listed on the medication form that may be obtained from the front office.

AFTER SCHOOL CARE
After school care is available for students in grades K3-5th who are enrolled at Robert Toombs. Hours are 3:00 p.m. until 6:00 p.m. Services include homework time, snack time and play time. The number of providers is determined by the number of children enrolled for After School and will follow state guidelines. There will be a worker certified in First Aid and CPR on premises at all times. All children not picked up at their dismissal times should be enrolled in the After School Program. All children, regardless of regular or drop-in status, must be registered. A registration fee per child must be paid when returning the registration form.

BUS ROUTES
RTCA currently offers bus transportation to students living in the Ailey/Soperton areas. The current pickup and drop off points for students is the 1st Baptist Church in Soperton, the Daniel Baptist Association parking lot in Ailey and the parking lot located by Ellis’ Florist Shop/ Café 201 in Vidalia. These stops are subject to change at any point during the school term. If you live in these areas and desire bus transportation, please fill out the Bus Transportation form or pick up the form from the office.

ON CAMPUS AFTER HOURS
Students are not to be on school property after normal school hours or normal school activity hours without adult supervision and prior permission from an appropriate school official. Students found on campus or found out to have been on campus without permission will be asked to leave immediately and may be subject to disciplinary action.
CHAPEL
Chapel is held weekly with separate times for elementary, middle and high school students. Different topics and themes will be covered throughout the year. Speakers at these chapels will include ministers from local churches.

CURRICULUM

Pre-School Program
The pre-school curriculum is integrated across learning domains in order to meet the needs of the whole child. Each child is allowed to progress within learning domains at their own rate. RTCA’s pre-school curriculum addresses development in language, literacy, mathematics, science, creative arts, social/emotional skills, learning approaches, and physical/health areas while using themes to help interconnect all domains. Many of the lessons teach Christian character in addition to age appropriate skills to help in the transition to Kindergarten. K3 and K4 are both accredited and licensed through the Georgia Accrediting Commission.

Students are accepted on a first come basis with preference given to families already enrolled at RTCA. Students must be three (3) for K3 and four (4) for the K4 program before September 1st. Students must be potty trained to be accepted in the program.

Lower School (Grades K-5)
Early childhood education is a period of time when students not only begin acquiring necessary academic skills to function successfully in life, but also are acquiring attitudes and habits which lead to good social adjustment. Robert Toombs Christian Academy is structured to give its students wholesome educational experiences spiritually, intellectually, emotionally, and physically. Members of the faculty are carefully selected not only for their academic qualifications, but also for their skills in guiding young children.

The kindergarten curriculum consists of educating children in the basic social adjustments. Academic skills are taught in reading, mathematics, and writing. In grades one through five, the students follow a course of study including Mathematics, Reading, Language Arts, Science, Social Studies, Physical Education, Music, Bible, and Art. Students have time in the computer lab to develop computer skills. Beginning in Kindergarten, students have art with a certified art teacher. Christian principles are interwoven throughout the curriculum. The Lower School has weekly Bible and art/music classes. Teachers have daily devotions in addition to weekly chapel programs.

Middle School (Grades 6-8)

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<td>Math</td>
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<td>Earth Science</td>
<td>Life Science</td>
<td>8th Grade Science</td>
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<td>Social Studies</td>
<td>Geography</td>
<td>Georgia History</td>
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All middle school students will participate in a group of classes called Connections Classes for nine-week time periods: For 6th graders: Study Skills, Journalism and Bible (for one semester). For 7th and 8th: Art, Bible, Keyboarding and Music.

Students are placed into either 8th Grade Math or HS Algebra I at the completion of their 7th grade year. Students placed into the credit bearing Algebra I course, will be learning high school Algebra I curriculum in addition to a portion of eighth grade mathematics. Algebra I in Middle School is a compacted course, which means that the course compresses a full year and approximately half of another year of math curriculum into a single course. Therefore, your child will be engaged with high school content at a faster, more challenging pace. The advanced middle school courses are intended to be a preparation for higher-level high school classes (i.e., Advanced Placement, Honors, and MOWR) and to give students the opportunity to experience a more challenging curriculum before the transition to high school. Students not taking this course will be placed in 8th Grade Mathematics which is not credit bearing.

Upper School
The upper school at RTCA provides a college preparatory education designed to equip students to be critical thinkers and Christ-honoring decision makers. Students must have 23 credits to graduate.

4 units of English
4 units of Math
4 units of Science
4 units of Social Studies, includes Bible History
1 unit Health/PE
2 units Foreign Language
4 Electives
(Beginning with the class of 2021, students will be required to take Comparative Religion.)

RTCA offers various types of high school courses, including College Prep, Honors, AP, and Move On When Ready courses. Students are encouraged to choose courses based on their interests and strengths.

Taking an Honors Course
It is the goal of RTCA to provide each of its students with the best education possible. Our goal is to place students in the classes that will enable them to succeed to the best of their abilities.

1) Entrance into 9th grade Honors courses requires a minimum final grade of 88 in each respective course during the 8th grade year. Students entering grades 10-12 who desire to take an Honors course must have a grade of 88 or above in the previous year’s course and meet pre-requisites required for the course.

2) Teacher recommendations—Grades can paint a large part of the picture when placing a student into the appropriate classes, but they can leave gaps that can only be bridged by professional input. Teacher recommendations serve this role by providing feedback as to whether a student can and will do the heightened level of work required in Honors courses. Factors that can be taken into account are academic potential, motivation, and conduct. Because of the personal nature of this input, teacher recommendations are confidential.
Retention in Honors Track
Once in the program, a student should maintain grades at an A or B level. At the conclusion of the current school year, a student is expected to have attained at least an 80 yearly average in each course. If the student is below this level, the Guidance Counselor will contact the student/family to discuss options.

Move On When Ready
RTCA students may take courses offered through the MOWR program and simultaneously earn college and high school credit. The student participates in college classes offered on RTCA’s campus. The student will receive high school credit (1.0 Carnegie unit) while also receiving college credit (3 hours). To participate, see the Guidance Counselor.

MOWR allows high school students to take academic degree level core courses that will transfer to any Georgia technical college or Georgia public college or university. All college coursework taken through MOWR will be fully covered through MOWR funding, and students will not be required to pay out of pocket for tuition, college fees, or textbooks. The only fees students may be responsible for are course-specific fees determined by the college. No hours taken through the MOWR program will count towards a student’s HOPE Grant or Scholarship caps.

RTCA partners with Southeastern Technical College to teach MOWR courses on campus. As a student at STC and RTCA, the student will be required to adhere to all high school and technical college rules and regulations.

Pre-Approval for Outside Courses
Students wishing to take courses outside of RTCA or the MOWR program with STC must first get approval from the Guidance Counselor to ensure the credits are relevant to graduation plans.

Class Schedules
Class schedules are made with the number of students and class load of staff members in mind. The Guidance Counselor develops schedules for students. No changes may be made except through the Guidance Counselor. No schedules will be changed after the second week of the semester. For students choosing to move to a higher or lower level course, the grades for the first two weeks of class will follow the student to the new class.

Summer Reading
Summer reading is required for grades 4-12. The reading assignments will be given the last week of school for the next school year. A committee appointed by administration will approve reading lists for both summer reading and yearly reading assignments.

DIPLOMA TYPES
Students will be awarded one of three diploma types based on their chosen courses:

College Prep
Students will take all regular level courses. These classes will meet state diploma requirements.
College Prep with Distinction
Students will take a combination of Honors, MOWR and College Prep courses. A student must have at least four full Honors, MOWR or AP level credits.

Honors
Students will take all Honors courses offered with only “one course off track” (ex. student takes a regular English instead of Honors English). Typically, students cannot be “off track” for Math or Science courses due to pre-requisites and pacing (ex. A student cannot take Honors Physics or AP Chemistry without having had Honors Chemistry I or the appropriate math pre-requisite).

Beginning with the Class of 2021, the “one course off track” rule is no longer an option (i.e. Students who are Honors track may no longer take one course off track.).

Please note that an Honor Graduate is different from an Honors Diploma. An Honors Graduate maintains a 90 or above numerical grade average. An Honors Diploma student takes the highest level courses offered at RTCA.

ACCOMMODATIONS FOR STUDENTS
RTCA wants to offer support to students who learn differently so that they may develop into successful, independent, life-long learners. When students experience success in the classroom, it builds self-confidence and develops a love of learning. RTCA wants to address the needs of students with specific, documented Learning Differences and/or Attention Deficit Disorder and to help these students learn academic strategies to enhance their educational experience. However, as a private school, RTCA is limited in what services can be offered.

Students are required to provide the following documentation to be considered for accommodations:
- An educational/psychological evaluation that is no more than three years old.
  - This evaluation must be administered by a private, licensed psychologist or by a school psychologist in the public school system and contain academic recommendations outlining what the student needs to be successful in the classroom.
- If the student had an IEP or 504 plan at a previous school, this should be provided as well.

School staff will review the student’s test results and recommendations in the educational/psychological evaluation to determine how the student will be best served at RTCA. The teacher will implement the directives recommended in the required comprehensive educational/psychological evaluation in accordance with school policies. The school counselor will schedule quarterly meetings to review the agreed upon plan set forth by the team. Adjustments will be made if necessary.

Learning Support Center
RTCA offers a Learning Support Center as an added resource for students with documented learning disabilities. Please see the Guidance Counselor for more information. There is a cost associated with use of the Learning Support Center.

Students are required to meet RTCA’s requirements to receive accommodations (see above) or test below grade level on STAR or benchmark testing to be eligible to use the Learning Support Center.
MEDIA CENTER
A trained librarian is responsible for maintaining the school media center. Reference volumes, periodicals, regular stocks, and fiction books are available. Each student is encouraged to ask for information and help if needed. Students through the fifth grade have regularly scheduled time in the media center. Reference volumes must remain in the library; other volumes may be checked out.

Library Rules
No book is to leave the library without being scanned. Only one book at a time may be checked out by any one student. Elementary students are allowed to check out books for a week. Middle and High School are allowed to check out books for two weeks. The checkout may be renewed under some conditions. A fine of $0.25 a day will be charged for overdue books. Weekends and holidays are not counted. Families must cover the cost of lost books. Student’s report cards will be held for unpaid fines and lost books. Students who abuse books or misbehave in the library may lose their library privileges.

RELEASE OF RECORDS
Before student information can be forwarded to a college or new school, a parental consent form must be signed to release this information. Report cards, transcripts, test scores, discipline reports, etc. will not be released until all financial obligations are met. In addition, no holds can be on the student account including books, uniforms, or unpaid lunch balances.

PARENT-TEACHER CONFERENCES
Parents can request teacher conferences by contacting the teacher through the school’s software system.

GRADING
Elementary students receive weekly folders that include grades for the week. Report cards will be sent every 9 weeks. The following is the grading system used:

Kindergarten
E – Skilled
S – Satisfactory
N – Needs Improvement
U – No Interest Shown

1st Grade
E – Excellent
S - Satisfactory
N – Needs Improvement
U - Unsatisfactory
2nd-12th

<table>
<thead>
<tr>
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<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
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<tr>
<td>C</td>
<td>70 - 79</td>
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<tr>
<td>F</td>
<td>Below 70</td>
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Students who take AP courses will receive 5 points added to the final semester grade. Students who take Honors coursework will have 3 points added to the final semester grade. Students who participate in Move On When Ready courses will have 3 points added to the final semester grade.

FINALS

Grades 6-8
Nine weeks tests will be given in grades 6-8 at the end of each nine weeks. These tests will represent 10% of the nine weeks grade. A semester exam will be given to 8th graders the last semester of the year to prepare them for high school exams, but the grade will only count as a nine weeks grade (10%).

Grades 9-12
To calculate the semester grade:
- First Nine Weeks Average: 40%
- Second Nine Weeks Average: 40%
- Exam (1st & 2nd Nine Weeks Finals): 20%

Final Exam Exemption (2nd Semester Only)
Exemption of finals is an honor for seniors who have performed well during their high school years. Exemption of finals is only available for seniors during second semester finals. In addition, those students chosen as junior marshals for graduation (top four students) will also be eligible to exempt finals. Seniors must have an 85 or above to exempt their finals. There is no attendance requirement for exemptions. This is calculated with the 3 or 5 points given in Honors/MOWR/AP courses and the one point subtracted for each absence over ten (10).

PROMOTION/RETENTION
Students will be retained using the following guidelines:

Kindergarten - 5th Grade
- Teacher recommendation.
- A student fails reading and math for the year.
- A student fails reading or math and another academic subject for the year.
- Absences.
6th -8th Grades
- Students who fail one to two academic classes in grades 6 - 8 must make up the courses during summer school.
- Students who fail three or more will be retained.

Upper School
Grade level in upper school is based on credits earned. Students must have:
- 6 or more credits to be considered a 10th grader,
- 12 or more credits to be considered an 11th grader, and
- 17 or more credits to be considered a senior.

FAILED COURSES/SUMMER SCHOOL
If a student repeats a course due to failure, both the failing grade and the passing grade will be reflected on the transcript and calculated into the GPA. The student will receive credit for the repeated semester. RTCA uses Keystone Credit Recovery for making up failed courses. All students needing to retake courses must consult with the Guidance Counselor before registering for any summer school class. It is the parent’s responsibility to pay for the course. An official transcript showing completion of the course must be given to the Registrar in order for the credit to be transferred to the RTCA transcript.

STANDARDIZED TESTING

STAR Testing
The STAR reading and math tests will be given to each student in grades 1st - 8th at the beginning of the year and again at the end of the year. STAR reading and math scores will be used to determine students’ individual strengths and weaknesses so that teachers may plan differentiated instruction to meet the needs of all students during the year. The end of year benchmark test score data will be used to measure individual student growth and to determine individual student needs for instructional intervention.

Benchmark Testing
Benchmark tests in the areas of Reading, English/Language Arts, and Mathematics will be administered to students in grades K-8 at the beginning of the school year and again at the end of the school year. The Benchmark Tests are based upon learning objectives that are taught at each grade level using the Georgia Standards of Excellence as a basis to align the curriculum vertically. Students’ scores at the beginning of the year will be used as a baseline to identify student strengths and weaknesses to aid teachers in planning effective instruction to meet individual student needs. The end of the year benchmark test score data will be used to measure individual student growth and to determine individual student needs for instructional intervention.
**PSAT**
All 9th and 10th grade students will take the PSAT during the month of October. Juniors may choose to take the PSAT to be possible candidates for the National Merit Scholarship Program. The PSAT establishes basic skills and ability and assists in measuring student aptitude toward college level classes.

**SAT/ACT**
All students are encouraged and expected to take the SAT and the ACT as part of their application process for college. Both tests are accepted by the majority of colleges and universities. The SAT measures the critical thinking, mathematical reasoning, and writing skills that students need to do college level work. The ACT assesses high school students’ general educational development and their ability to complete college level work. The course elective, SAT prep, is recommended for students preparing to take the SAT or ACT.

**SPECIAL EVENTS**
Social functions involving school organizations must be approved by the administration. No definite arrangements should be made or funds expended until such approval has been obtained. Class dues and money donated to classes or other school entities from fund raising or other sources is not refundable.

**Field Trips**
Field trips provide students with a tremendous learning opportunity. Many teachers plan trips to enhance the curriculum. Students are encouraged to take advantage of field trip experiences. Students are reminded that they represent the school, their family, and their teachers when they are on a field trip. School rules apply. Students who violate rules will face normal school consequences.

Students who choose not to attend school field trips will be counted absent for the class where the field trip was taken unless a valid excuse is presented. Depending upon the circumstances, teachers may give reasonable grade penalties or assignments to these students.

**Homecoming**
Homecoming week will be set by the Headmaster and Athletic Director. The Cheerleader Sponsor along with the cheerleaders will plan all activities for the week. Students in grades 9 - 12 will select homecoming representatives. The ninth grade will select one female representative from their grade for homecoming court. The 10th grade will select two female representatives from their grade for homecoming court. The 11th and 12th grades will select three female representatives from their grades for the homecoming court. The senior football players will select one female Senior representative for the homecoming court.

Students in grades 9 - 12 will vote for homecoming queen from the representatives on the homecoming court. The final vote will be taken on Friday of Homecoming Week. Ballots will be counted by the Headmaster, Counselor, and two faculty representatives selected by the Headmaster. The top voted Senior will be named Homecoming Queen, and the representative with the second most votes will be named Homecoming Princess. The crowning of the Queen and Princess will take place at half time of the football game.
Field Day
Field Day is held every spring with Seniors serving as team coaches. Teams are made up of students from grades K5-11. Because Field Day involves the entire school, all students are expected to participate.

Dances and Prom
- A Father/Daughter Dance is held for Elementary School in the winter.
- Dances for Middle School are held at Homecoming and late winter (Middle School formal).
- High School students have a Homecoming Dance and Junior/Senior Prom. If students plan to bring a date to the prom that is not an RTCA student, the Guest Form must be filled out. Forms are also available in the front office.

COMMUNITY SERVICE
It is the goal of RTCA to nurture students to become young adults who are responsible, have a respect for commitments, and a sense of community. RTCA has adopted a community service requirement in an effort to develop these qualities and prepare students for life beyond their high school years.

Guidelines for Community Service Requirement
- Students in grades 9-12 will be required to complete a minimum of 20 hours each school year for a total of 80 hours upon graduation.
- Mid-year transfer students will be assigned a required number of hours based on their transfer date.
- Once service is completed, forms must be signed by a supervisor or sponsor of the agency.

Community Service Hours That Are Acceptable
- Activities which benefit the school or community provided that the community organizations benefiting from the services are non-profit, with the exception of hospitals, nursing homes, or educational activities.
- Activities which render service to individuals who cannot otherwise provide for themselves.

Examples of Approved Activities
- Participating in a service project as a member of a service club or community organization.
- Volunteering at a local hospital, nursing home, etc.
- Volunteering one’s services to individuals, i.e. senior citizens or the disabled.
- Outreach programs of religious organizations and other non-profit organizations, which provide service to the poor, sick, needy, etc.
- Participating in events, i.e., marathons, walks, races, which benefit charitable organizations.
- Volunteering at the Boys and Girls Club.
- Mission trip with church.
- Participating in clean up days at RTCA, helping at the auction, working at the concession stand.
Community Service Hours Will Not Be Accepted In Any of the Following Circumstances

- Service for which a student receives compensation.
- Court-directed community service.
- Service that is a prerequisite for employment.
- Service to one's own family.
- Unsupervised service.
- Procedures for completing Community Service

Completion of Community Service Application

- Remember to complete the Community Service Student Volunteer Verification Form and include the student, parent and the supervising agency signatures.

Deadlines

- October 2, 2017: ALL community service hours completed over the summer must be turned in by this date. No hours will be accepted past this date.
- Any community service hours completed must be turned in within ONE month of completing the act of service, or it will not be counted.
- May 7, 2018: ALL community service hours MUST be turned in by this date.

Seniors will not be allowed to march at Graduation if all community service hours have not been completed and all paperwork submitted by the dates listed above.

HONORS AND AWARDS

Students are recognized each 9 weeks for Headmaster List and Honor Roll. The criteria for recognition is shown in the table below. Each nine weeks grade in one subject area is averaged together; this is done for all academic subjects. The yearly subject averages are then averaged together to determine if students will receive an award for the entire year (No grade can be lower than an 85.)

<table>
<thead>
<tr>
<th>Headmaster List</th>
<th>Honor Roll</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 or above in academic subjects.</td>
<td>90 or above averaged together in academic subjects (with no grade lower than 85).</td>
</tr>
</tbody>
</table>

For Headmaster List and Honor Roll, averages with a remainder of 0.5 or higher will be rounded up.

Star Student

The Star Student is determined by highest SAT scores as well as other criteria. Please see this website for other requirements. [http://www.pagefoundation.org/page/STAR6Guidelines](http://www.pagefoundation.org/page/STAR6Guidelines)
**Honors Ceremonies**
Several Honors ceremonies will take place during the final weeks of the school year. Students will be recognized for the highest average in each subject in the 3rd through 12th grades. An overall award will be given to students with the highest and second highest average in academic subjects per grade level.

**Graduation**
Graduation will be planned and arranged by the cooperative efforts of staff and seniors. The service is a special, reverent ceremony in which graduates and their families are honored. All that attend are encouraged to refrain from any activity that would take away from the dignity of the special service. Students must complete all community service hours (80 total) and meet 23 credits to graduate. Students who are one credit short will be eligible to walk, but they will not receive their diploma or final transcript until requirements are met. Students may not have more than a one credit deficit.

Beginning with the graduating class of 2018, if the student does not complete the credit deficit by the first day of the next school year, the student will be required to pay a $500 fee to be considered an enrolled student working towards graduation. There are no exceptions to this rule.

**Honor Graduates/Valedictorian & Salutatorian**
Valedictorian, Salutatorian and Honor Graduates are those students who have a grade average of 90.0 or above in their academic courses. For the graduating classes of 2018, 2019, and 2020, rounding will be used in the Honor Graduate calculation. Beginning with the class of 2021, rounding will not be permitted for the Honor Graduate calculation. The Valedictorian and Salutatorian must be enrolled in Honors level courses for their high school years.

Students taking Dual enrollment courses or MOWR will be eligible for Valedictorian and Salutatorian; however, only the courses required for graduation will be allowed in calculations for Honor Graduates, Valedictorian and Salutatorian. In addition, students must be enrolled in at least four on-campus (RTCA campus) classes per semester.

Honor Graduates will wear special regalia during graduation activities to distinguish them for their achievement. Students must be enrolled at RTCA their sophomore, junior, and senior years in order to qualify for the Valedictorian and Salutatorian awards. Non-academic grades/electives will not count (ex. yearbook, weight training, psychology, personal finance, etc.) in the calculation for Honor Graduates.

Transfer students may qualify as Honor Graduates; however, transfer grades will only be accepted from accredited schools. Homeschool students may qualify as Honor Graduates if the transfer grades are from an accredited on-line school.

A committee of administrators and teachers will review all grades and calculations to ensure correct ranking.
GA Futures
To calculate the student’s GPA for eligibility for the HOPE Scholarship in college, the Guidance Counselor will upload transcripts to the Georgia Student Finance Commission website after each school year. Final transcript calculations are done by the Georgia Student Finance Commission. Graduating students must also reflect 4 courses of rigor on the high school transcript in order to receive the HOPE Scholarship. Please note that all extra points awarded for Honors and AP courses are stripped by Georgia Futures for HOPE calculations.

Courses of Rigor include but are not limited to the following: Spanish II, Algebra II, Advanced Algebra/Trig, Advanced Math & Decision Making, Calculus, Pre-Calculus, Physics, Chemistry I, Biology II, Anatomy, all AP courses, and all MOWR courses. Students are encouraged to create an account on the Georgia Futures website so they can monitor their progress. www.gafutures.org

DRIVER’S LICENSE INFORMATION
Parents must give the front office 24 hour notice before requesting the necessary documents to obtain a student’s learner’s and/or driver’s license. The school will provide the Certificate of Enrollment and any other necessary documents.

YEARBOOKS
Yearbooks are offered for sale each year. Students can work on the yearbook as an elective. Yearbooks are delivered in the Fall and cover the previous school year.

VEHICLES
Vehicles are to be parked in the designated areas and operated in accordance with state and local laws. RTCA reserves the right to search all cars on school property or at a school function for any reason deemed appropriate. Student parking passes are issued at the beginning of each year. Seniors will be assigned first. Parking passes will be issued for $10. Students must bring a valid driver’s license and proof of insurance to be issued a parking pass. Learners' permits will not suffice.

Student Driving Rules On/Off Campus
- Due to the large number of small children on the campus, great caution must be exercised at all times.
- No vehicle is to be driven over 10 miles per hour on campus.
- Students may not sit in cars or play music in cars before, during, or after school hours.
- Students cannot go to vehicles during the day without permission. This rule will be strictly enforced.
- Students should use extreme caution when leaving campus.
- Students should keep music volume low to avoid distracting classes as they leave.
PROPERTY

Phones
Cell phones and smart watches are not permitted during school hours. Students may bring these items to the designated cell phone drop off before homeroom and pick them up after school is dismissed. Students caught using cell phones or smart watches during school hours will have the item confiscated (see Discipline Code). If a student chooses not to bring his/her device to school, parents will need to provide a note to place in the student’s cell phone slot.

Students may use the office phone before school, at break and during lunch; unless an emergency arises. Students are not to use the office phone unless given permission by an administrator. If parents need to leave their child a message, they may do so by calling the school office.

Lockers
All students in grades 6-12 will be issued lockers. Although stealing is not tolerated or frequent at RTCA, it is not recommended to leave valuables in unlocked areas. If a lock is not used for a student’s locker, the locker must remain closed and tidy. No papers, clothes or books may be hanging out of the locker.

Lost and Found
Articles that are lost and found should be turned into the office. Articles that are not claimed in a reasonable length of time will be donated to charity.

Textbooks
Textbooks are provided by Robert Toombs Christian Academy. Students are expected to take care of books they are issued. Teachers may request students to use book covers. The condition of all books will be rated at the beginning of each school year. Books that drop more than one rating during the year will be assessed a damage fee. Fees for lost or damaged books must be paid before the student’s grades are released.

Students will be responsible for purchasing workbooks in various classes.

Uniforms
Before any new athletic uniforms are ordered, they must be approved by the Headmaster and taken to the Board for approval. Once the Board of Directors approves the uniforms, they may be ordered. This includes cheerleading uniforms.

Students must turn in uniforms following the end of their sport. Students not doing so will have a hold placed on their account. Report cards and transcripts will not be released until all school property is returned.
DRESS CODE
A student’s appearance exhibits his or her attitude toward learning. At RTCA, we expect a student’s first priority to be learning; therefore, he or she should dress accordingly. The school administration reserves the right to judge what is and what is not appropriate. Adherence to the dress code is expected while on the RTCA campus. Appropriate dress is expected at all school functions. On some occasions, students may be prohibited from wearing certain clothing, such as shorts, and asked to dress in a manner suitable to the occasion. Personal appearance is important. Students should be clean, neat, and modestly attired. Students are discouraged from wearing precious jewelry or unusually expensive clothing during the regular school day. Field trips and other special events may require particular attire.

K4-5th Grade
Teaching the importance of dressing in an appropriate manner begins in the elementary grades. Therefore, no wild fads or clothing of questionable tastes should be worn. Modesty should be stressed, and the appropriateness for the time/activity observed. RTCA reserves the right to change, alter or amend this policy at any time at its discretion.

6th – 12th Grade
- **Shorts** - Shorts may be worn by all students. Shorts must be no shorter than three inches above the top of the knee. Shorts must be hemmed, not cutoff or unraveled. Gym shorts are not allowed. All shorts must be worn at waist area and will not droop below the undergarment.
- **Pants** - Pants or shorts that sag are not allowed. Sweat pants are not allowed. Leggings, jeggings, or any pants that are form fitted are not allowed. Clothes shall be sufficient to conceal undergarments at all times. Blue jeans may be worn. They shall not be excessively baggy or frayed. Distressed or torn jeans/pants are allowed as long as no skin or undergarments show through. All pants will be worn at waist area and will not drop below the undergarment.
- **Skirts/Dresses** – Dresses and skirts will be hemmed, not cutoff or unraveled. Dresses and skirts must be no shorter than three inches above the top of the knee.
- **Tops** – (Males and Females) Necklines shall be modest and shall not be low cut in the front or back. All tops shall be long enough to cover midriffs while standing and sitting. No bare midriffs will be allowed in front or back. Extreme clothing styles such as very tight garments, see-through or fishnet fabrics, cut-off shirts, halter tops, tank tops, off the shoulder or low-cut tops, and spaghetti straps are prohibited.
- **Males** - Male students are required to wear a belt daily and have their shirttail tucked in at all times.
- **Shoes** - Shoes must be worn at all times. Casual shoes, dress shoes, tennis shoes, and sandals are appropriate. Nice flip flops or slides will be allowed.
- **Caps/Hats** – (Males and Females) Caps/hats are not permitted during school hours. Caps/hats are permitted when attending after school athletic events. Males are not permitted to wear bandanas or headbands.
- **Hair** - Male students should maintain neat haircuts that are not extreme in length or style. Hair should not be longer than the bottom of the ear on the sides, below the eyebrows, or longer than the collar of a collared shirt. Longer hair tucked behind the ears is not acceptable. Hair should be kept neat and combed and should not draw excessive attention to individuals. Bizarre hairstyles or color are not permitted if it does not meet specifications outlined in explanation of “Hair” even if it’s a fad or trend in today’s society. No facial hair is permitted.
Sideburns should not come down below the ear. Girls are not to bleach or dye their hair any unnatural color or have any extreme, non-traditional hair style.

- **Body Piercing and Tattoos** – (Males and Females) No students shall have tattoos or body piercing on any parts of the body that are visible at any time. Male students are not permitted to wear earrings at school or any school function. Girls are allowed to have appropriate earrings.

- **Physical Education** - Physical education attire should be worn only during PE classes for grades 6-12. Students must wear tennis shoes at PE.

- **School Sponsored Activities** - Teachers/coaches/sponsors may define appropriate dress for school sponsored activities. Approved RTCA team sport uniforms will be allowed when worn for approved school events and scheduled activities.

**Student Right To Appeal**

Students have the right to appeal any disciplinary action by submitting a written request to the Assistant Headmaster of Academic Affairs (AH-AA) for a conference with the Appeals Committee.

- Both the parent and the student shall meet with the Appeals Committee at a designated time to discuss the situation if the AH-AA deems that the student has a grievable issue.
- If the student is not satisfied with the Appeals Committee’s decision, the student may appeal the Appeals Committee’s decision in writing to the Assistant Headmaster for Operations (AH-O).
- Both the parent and the student shall meet with the AH-O at a designated time to discuss the situation.
- If the student is not satisfied with the AH-O’s decision, the student may appeal the AH-O’s decision in writing to the Headmaster.
- Both the parent and the student shall meet with the Headmaster at a designated time to discuss the situation. The Headmaster’s decision is final.

**EXTRACURRICULAR ACTIVITIES**

RTCA recognizes the importance of offering a comprehensive, balanced school program to all students attending the academy. Students have the opportunity to learn leadership skills and be exposed to positive character traits and life skills through participation in extracurricular activities. The Board of Directors believes the academic curriculum is enhanced when students have access to a variety of extracurricular activities. National Honor Society, Beta Club, Y-Club, Student Government, P.A.L.S., Literary, One Act Play, Yearbook, and Band are all offered at RTCA. Students need to see the advisor for each of these extracurricular activities to find out the criteria for membership in these organizations.

**Sports**

RTCA maintains an active interscholastic sports program, competing in football, basketball, baseball, softball, tennis, golf, shotgun, track, soccer, wrestling, cheerleading, and cross country with other private schools in Georgia. Student participation in sports is an excellent way to learn or reinforce many character and life skills such as being part of a team, being gracious in winning and losing, developing leadership skills, showing respect for others, etc. The coaching staff at RTCA also emphasizes Christian concepts at practice and in the games.

The school is a member of the Georgia Independent School Association (GISA). All students participating in athletics are required to exhibit a positive Christian attitude at all times, on and off
campus. Student athletes must be counted present at school in order to practice or play on a particular day. A student must be present for four classes in order to be counted present. In extreme situations (death of family member, immediate family member graduation, etc.) the student may appeal the attendance rule to the Headmaster.

**Eligibility Requirements**
RTCA students must pass at least 5 subjects to be eligible during the following semester. For example, a student who has passed 5 subjects for the first semester (approximately one-half of the academic school year) is eligible for the second semester. A student who passes 5 subjects, for the second semester or for the year is eligible for the following year. Of the 5 subjects, three must be in the following subject areas: English, Foreign Language, Science, Social Science, Mathematics, Religion and Business Education. Excluded from any credit is teacher’s aide, office aide, and study hall. Students who do not pass the required 5 subjects for the first semester may be allowed to become eligible at the end of the 3rd nine weeks grading period if they are passing the required 5 subjects at that time.

Summer school credits are limited to one credit for sport eligibility.

All students must take four (4) or more classes on campus to be eligible.

No student may participate in more than two team sports simultaneously unless otherwise approved by administration.

RTCA follows the [GISA’s policy](#) for Mitigating Head Related Injuries During Athletic Practices.

**Unsportsmanlike Conduct**

**Ejections**
Any player ejected from any interscholastic competition game will be suspended from play for 1 game. Game suspensions will carry over into the next sport in which the athlete participates. Any player or coach ejected from a game will pay the fine imposed by the GISA Executive Director and an additional fine of $100.

According to GISA policy, a coach who is ejected will be suspended for one game. A player who is ejected from interscholastic competition for the second time within an academic school year will be ineligible to participate in any sport the remainder of the year. The player will be declared eligible to play in subsequent years only upon recommendation of the Headmaster.

**Unsportsmanlike conduct by Parents and Fans**
Any parent or fan, who prompts action upon the school by the GISA Executive Director; including but not limited to letters of reprimand, fines, or suspensions, will be subject to a fine of $100. In addition, the parent or fan will pay any fines imposed by the GISA Executive Director resulting from the conduct that prompted the action upon the school. A secondary offense by the parent or fan will result in further disciplinary action.

Any coach who feels that an athlete has behaved in an inappropriate manner at practice or at any school sporting event will be responsible for taking immediate action against the athlete and will
report the action to the Director of Student Life. Repeated offenses will result in suspension from athletic competition.

Other Violations
The following guidelines will be used for players who receive calls which do not result in ejections but are the result of unsportsmanlike conduct. Punishment will be carried over to other sports in which athletes participate.

First Violation- Sit out the remainder of the game
Second Violation- Sit out remainder of game and suspended from following game
Third Violation- Sit out remainder of game and suspended from following 2 games
Fourth Violation- Suspended from all interscholastic competition for the remainder of the academic year

Parent Conferences with Coaches
Parents may schedule a conference with a coach if there are concerns or other issues involving their child. The Headmaster or Athletic Director may also be present. At no time are parents allowed to question the coach about playing time or other decisions immediately after the game. Conferences should be scheduled at a later time.

DISCIPLINE

Philosophy
Robert Toombs Christian Academy believes that discipline at school is an extension of discipline established at home by parents. School is a place of learning. One important lesson to be learned is discipline; what is and is not appropriate behavior. Each student is entitled to learn without interference from other students. Each student has the duty to avoid behaviors that distract, disrupt, or disturb the education process. The school has the right and the responsibility to alter or to eliminate the source of behavior that significantly interferes with the educational process. Discipline is the key to good conduct. Proper consideration for other people will help develop self-control, character, self-esteem and efficiency.

Student Behavior Expectations
We expect RTCA students to be responsible and considerate. We will make every effort to help further their sense of responsibility for themselves and the entire RTCA family. When a student enrolls at RTCA, he/she automatically becomes a representative of the school in the community; therefore, every student should behave at all times in ways that honor the school, their families, and God. This is especially true of all school-sponsored activities at which all school rules of conduct and responsibilities still apply.

Parents' Responsibility
Parents are the primary custodians of their children. Even though their children are at school, parents retain primary responsibility for the proper conduct of their children. Parental support for disciplinary action taken at school is crucial to the effectiveness of school officials in their functions as disciplinarians. The school pledges to inform a parent when the child’s behavior has interrupted the
educational process and disciplinary action has been taken. Parents reserve the right to prohibit the use of corporal punishment for their children. **Parental conduct can affect acceptance and denial of admittance for the following school term if administration feels the conduct has a negative impact on the overall atmosphere of the school.**

**Administrative Check in-Checkout (CICO)**
In an effort to provide consequences that will serve as a deterrent to violations, Administrative CICO has been added. This will include disciplinary actions such as home visits, spiritual counseling and daily monitoring of students in the discipline cycle.

**Consequences for Violation of School Rules**
Students may be assigned work details around campus, after school or on break time or on Saturday as a form of punishment. Students will be given a 24-hour notice for detention. Students and their parents are responsible for arranging transportation on the day of detention.

**Abbreviations for Consequences:**
- Recess Detention (RD)
- Before School Detention (BSD)
- Saturday Detention (SD)
- In School Suspension (ISS)
- Out of School Suspension (OSS)

**SPECIAL NOTE:**
*Parents will be charged a $25 fee per session for students assigned to Saturday Detention.*

**Detention**

**Before School Detention (BSD)**
Before School detention is from 7:30 am to 8:00 am. Students are to report to the designated classroom for detention. Students who arrive at the room after 7:30 am are considered late and shall serve an additional day. Students are expected to complete the assignment given by the monitor during the allotted time of detention. Incomplete work can result in the assignment of additional days of detention. Detention will pre-empt all other meetings, including literary practices, athletic practices, and games. Failure to report to BSD will result in SD or ISS. Students who accumulate 10 days in detention enter “Repeated Violations”

**After School Detention (ASD)**
After School Detention is from 3:30 p.m. until 4 p.m., Monday through Thursday. Students are to report to the designated classroom for ASD. Students who arrive after 3:30 p.m. are considered late and shall serve an additional day. Students are expected to complete the assignment given by the monitor during the allotted time of detention. Incomplete work can result in the assignment of additional days of detention. ASD will preempt all other meetings, including athletic practices, games and extracurricular activities.
**Saturday Detention (SD)**
In an effort to provide consequences that will serve as a deterrent to violations, Saturday Detention has been added. Saturday Detention will be supervised by a staff member. There will be two sessions each Saturday. The first session will run from 8:00 am until 12:00 pm, and the second session will run from 1:00 pm until 5:00 pm. It is possible for students to be required to serve multiple sessions. Students must report on time. Students failing to report will have additional sessions added. Failure to report will result in ISS. Students will be responsible for general clean up detail around the school. There will be a $25 fee imposed for each Saturday detention session.

**Corporal Punishment**
Parents who do not want their children to receive corporal punishment should mark their contract accordingly at the beginning of each school year. If the parents sign to permit corporal punishment, students will be paddled with a wooden paddle that is kept in the Headmaster’s office. Students will be given no more than three (3) licks on their behinds on any one occasion of paddling. Administrators (Asst. Headmaster or Director of Student Life) shall issue corporal punishment. An adult witness shall be present during any use of corporal punishment. A female faculty member shall be present if a female student is paddled. A written record of the occasion for the paddling will be kept. Parents will be notified prior to corporal punishment being administered. However, in cases where the parents cannot be reached after reasonable attempts, or if the Headmaster determines that a delay in punishment may be detrimental to the restoration of order, a student may be paddled without prior parental consent. Students (and parents) shall be informed of the reasons for the paddling. Corporal punishment shall be used only when necessary and only then with great care.

**Suspension**
Suspension from school is the form of discipline used when other disciplinary methods have failed or when the severity of the problem demands more action. Suspensions will vary in length from one day to ten days.

**In School Suspension**
A student in ISS will have assigned work from his/her teachers. Students will serve ISS in a designated room. Student athletes who are assigned in-school suspension will not be allowed to practice or play any day that they serve ISS. A day of ISS does not count as an absence.

**Out of School Suspension**
Students may be suspended from school for serious violations of school rules. Students shall not come on campus when they are suspended (unless accompanied by their parents). They shall not be eligible to participate or attend athletics or other activities while they are suspended. A suspension from school (OSS) for violating school rules is counted as an absence. No make-up work is allowed.

**Expulsion**
Students may be expelled from school in extreme cases of student misconduct, either when illegal actions occur or when actions considered detrimental to the overall mission and philosophy of the school.
Pre-School Program Behavior
Chronic behavior issues for students in grades K3 and K4 will result in dismissal from the program for the day.

Bullying

Bullying Defined:
Bullying is the superior use of power (physical, verbal, emotional and relational) to intentionally harm another child over time and for no justifiable reason. It is victimization without provocation that usually includes some form of isolation, humiliation and even terror.

To promote our school as a safe environment that is conducive to learning, and to teach tolerance and respect for individual differences, the following procedure will be enforced:

- All incidents of bullying, including physical, verbal, written, interference with another individual, psychological (silent bullying), and cyber bullying, should be reported to a teacher, staff member, or the Headmaster immediately.
- Teachers or staff members may take appropriate action to prevent the bullying from occurring again or will refer the matter to the Headmaster.
- RTCA will act promptly whenever an incident of bullying is reported.
- Parents will be notified.

RTCA recognizes that all students have the right to feel safe and secure when they come to school. Students should also feel safe when reporting incidents to members of staff without fear of reprisal. It is important that the school's anti-bullying procedure be administered proactively, fairly and consistently to all students.

For more information on bullying, access the State of Georgia Department of Education’s website: www.gadoe.org. Type “bullying” in the search area, and you should be able to access the Bullying Prevention Tool Kit as well as a Bullying Flow Chart that can help you determine if your child is being bullied or is having a conflict, misunderstanding, miscommunication, etc. with another student.

Criminal Acts
The following acts are very serious and will be dealt with sternly. Consequences will include suspension, parental contact, possible contact of law enforcement officials, and possible expulsion.

Violence
Violent behavior in the form of fighting, making threats, or showing inappropriate physical aggression will not be tolerated. The term “fighting” (which is prohibited by this section) shall include any physical contact between students which is motivated by any danger or bad feeling including punching, pushing, hitting, kicking, etc.

Explosives
Possession or use of fireworks, stink bombs, smoke bombs, or any like explosives is prohibited by state law and will not be tolerated at RTCA.
**Weapons**  
Knives, guns, or other items considered being weapons are prohibited on campus. O.C.G.A. 16-11-127.1 STATES: “It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, or on school property, or on a bus or other transportation furnished by the school. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any Dirk, Bowie knife, switchblade knife, ballistic knife, and other knife having a blade of three inches (straightedge razor, spring stick, blackjack) any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart, ammunition of any description, bat, club, or other bludgeon-type weapon or article (baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes are not included or prohibited if they are in the possession of a student at a time and place which is appropriate or related to the use of these items for athletic purposes by a student), or any weapon of like kind.

**Tobacco**  
Possession or use of tobacco products (cigarettes, cigars, pipes, chewing tobacco, etc.) on campus, or off-campus when representing RTCA, is prohibited.

**Alcohol and Drugs**  
Possession, consumption or sale of alcoholic beverages or illegal drugs is prohibited on the school campus and at school activities. The possession, consumption or sale on the school campus or at a school activity of a drug of any description, which is believed to be or represented to be illegal, is prohibited. Moreover, the sale or transfer of any drug including, but not limited to, a controlled substance, a prescription item, an over the counter product, or a homemade item, or the attempted sale or transfer of any such item on the school campus or at a school activity is prohibited. “Illegal drug” shall include, but not be limited to, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, cocaine, anabolic steroid, controlled substance as defined under Georgia law or intoxicant of any kind. “Possession” shall be strictly defined as having an item under one’s control, for example, in one’s book-bag or purse, in one’s automobile, or in one’s locker.

A student shall not be present on the school campus or at school activities while under the influence of any alcoholic beverage or other controlled substance as defined by Georgia law or while the odor of alcohol is about his/her breath. Drunkenness or drunken behavior at school or at school sponsored activities, which shall include but not be limited to, being present on the school campus or at a school activity with the odor of alcohol about one’s breath, is prohibited.

**Any student who is under suspicion of using drugs or alcohol may be required to submit to a drug test. Parents will be notified before test is given.**

First failed drug test will result in student being placed on probationary status. Also, student will be placed on a 20 school day suspension from any and all extracurricular activities. Probationary status requires random drug testing by school administration at the expense of student/parents. Length of probation will be determined by administration.

2nd failed drug test will result in expulsion. Students may be allowed to return the following year provided they completed a drug rehabilitation program approved by school administration.
Drug-Related Crimes
Any student who has engaged in, or who has been convicted of a drug-related crime, or drug related criminal activity to include possession, sale, transfer, manufacture, or use of illegal drugs or controlled substances as defined by Georgia law, whether or not the student’s actions were on the school campus or at a school activity or during the school day shall be recommended for expulsion; it being the opinion of the Board of Trustees and the school administration that such a student may constitute a threat to others on the school campus and/or that the presence of such a student on the school campus may be immediately detrimental to the on-going program of the school.
Commission of Violent Crimes

Any student who has engaged in or has been convicted of a violent crime (felony) such as rape, aggravated assault, robbery, etc. whether or not the student's actions were on the school campus or at a school activity or during the school day shall be recommended for expulsion; it being the opinion of the Board of Trustees and the school administration that such a student may constitute a threat to others on the school campus and/or that the presence of such a student on the school campus may be immediately detrimental to the on-going program of the school.

SEARCH AND SEIZURE POLICY
To maintain order and discipline in the school, and to protect the safety and welfare of our students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. As used in this policy, the term “unauthorized” means any item deemed dangerous by the RTCA administration to the health or safety of student or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Personal Searches
A student’s person and/ or personal effects (e.g., purse, book bag, cell phones or other personal electronic devices, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student’s person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present when feasible.

If the school official has reasonable suspicion to believe that the student has on his/her person an item imminently dangerous to the student or to others, a more intrusive search may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present and only upon the prior approval of the Chairman of the Board of Trustees, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures. A student who refuses a reasonable request by the Headmaster to submit to a personal search shall be suspended from school for ten (10) school days, and the Headmaster shall recommend his/her expulsion from RTCA.
Locker Searches
Students' lockers are school property and remain at all times under control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspection of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

Automobile Searches
Students are permitted to park on the school campus as a matter of privilege, not right. The school retains authority to conduct routine patrols of student parking lots and inspection of the exteriors of students’ automobiles on school property. Automobiles may be opened and the interiors of students' vehicles may be searched or inspected more thoroughly whenever a school official has reasonable suspicion or belief that illegal or unauthorized materials are contained inside. Such reasonable suspicion may arise from the school official having seen something in plain view through the vehicle’s windows or in any other area of the vehicle which gives rise to the reasonable suspicion that illegal or unauthorized materials are contained inside the vehicle. Patrols of student parking lots or parking areas and inspections of student vehicles may be conducted without notice, without student consent, and without a search warrant. A student who refuses a reasonable request of the Headmaster to cooperate with the search of his/her automobile shall be suspended for ten (10) school days, and the Headmaster shall recommend his/her expulsion from RTCA.

Searches by Drug-Sniffing Canines
In the continuing effort to maintain a drug-free campus, student lockers and vehicles located on school campus shall be subject to a drug-sniffing canine at any time and under any circumstances deemed by school officials to be appropriate, to include, but not limited to, those occasions where school officials have reasonable grounds to believe that drugs or other like contraband or improper substances are on campus.

Seizure of Illegal Material
If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

CODE OF DISCIPLINE
An attempt will be made to contact parents on all referrals which result in consequences.

Rule 1  Unexcused Tardiness and Absenteeism Per Quarter
A student is tardy to homeroom or class when he/she reports after the tardy bell has rung. Each student is allowed four tardies per nine weeks. The four tardies include tardy to school and tardy to each class, not four tardies to one particular class. On the 5th and 6th unexcused tardy, the student will be assigned work details. On the sixty tardy, the parent will be contacted and informed of the consequences. Consequences will be left to the discretion of administration depending on severity of action.

Absenteeism is defined in the Attendance Section. Each student is allowed 10 absences per semester. On the 5th unexcused absence, the student will be assigned work detail. On the sixth
unexcused absence, the parent will be contacted and informed of the consequences. Consequences will be left to the discretion of administration depending on severity of action.

**Rule 2  Refusal to Comply**
Students refusing to carry out reasonable instructions of faculty or staff members will be subject to punishment. This includes but is not limited to: failure to identify themselves upon request, reporting to class without materials, repeated failure to do homework. Consequence will be left to the discretion of administration depending on severity of action.

**Rule 3  Disrespectful Attitude**
No student shall be disrespectful in words or actions towards faculty or staff. Consequence(s) will be left to the discretion of administration depending on severity of action.

**Rule 4  Classroom Disturbance/School Disturbance**
Students shall not engage in actions which disturb the flow of teaching activities in the classroom. Severe disruptions may result in SD/ISS on first referral.

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<th>Offense</th>
<th>Punishment</th>
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<tr>
<td>1st</td>
<td>BSD</td>
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<tr>
<td>2nd</td>
<td>SD or 2 hours of service</td>
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<tr>
<td>3rd</td>
<td>1-3 days of ISS</td>
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**Rule 5  Vulgar Language**
No student shall use profane, vulgar or obscene words, gestures or actions directed towards faculty, staff, or students, nor use vulgarity in a non-directive manner at school events or functions. Severe vulgar language will result in a more severe consequence even on the 1st offense. Consequence(s) will be left to the discretion of administration depending on severity of action.

**Rule 6  Truancy/Cutting Class**
Any student who misses one or more classes or leaves campus without permission is considered truant.

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<td>2nd</td>
<td>1-3 days ISS</td>
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<tr>
<td>3rd</td>
<td>1-3 days OSS</td>
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</table>

**Rule 7  Lunchroom Conduct**
Students are expected to follow cafeteria rules:
1. Keep noise level down.
2. No playing in your food.
3. Do not bring items to lunch unless they are related to lunch.
4. Pick up around table and floor.
Rule 8  Dress Code
Students will not violate dress code outlined in the Handbook. Students will not be allowed in class until they are appropriately dressed.

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<tr>
<th>Offense</th>
<th>Consequence</th>
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<tbody>
<tr>
<td>1st Offense</td>
<td>BSD</td>
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<tr>
<td>2nd Offense</td>
<td>BSD</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>SD or 4 hours work detail</td>
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<tr>
<td>4th Offense</td>
<td>ISS</td>
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Rule 9  Food, Drink, Gum
No student shall have food, drinks, or gum in the halls, classrooms, or restrooms unless approved by a teacher.

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<th>Offense</th>
<th>Consequence</th>
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<tr>
<td>1st Offense</td>
<td>Discretion of teacher/admin.</td>
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<tr>
<td>2nd Offense</td>
<td>BSD</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>SD</td>
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</tbody>
</table>

Rule 10  Cheating/Dishonesty
No student shall cheat in completion of school work. A zero may be assigned. No student shall forge signatures of other parties nor alter information on documents. No student shall destroy or secure items not belonging to him/her. A monetary reimbursement may be required. Consequences:
Severity will determine consequence which includes BSD/SD/ISS.

Rule 11  Refusal to Report
No student shall fail to carry out assigned consequences for misconduct or fail to report to teachers or administrators for disciplinary action. This includes failure to attend Before School Detention. Consequence will be bumped up on discipline scale.

Rule 12  Cell Phones/Smart Watches/Other Electronic Devices
No cell phones are allowed during the normal school day hours—from school starting until closing. Students may not have electronic devices. Fitbit type devices must not receive texts and emails if worn on campus.

Rule 13  Inappropriate Items
Students cannot supply, possess, transmit and/or discharge any item that is disruptive or potentially dangerous. Items include whistles, water guns, air horns, fireworks, etc. Items will be confiscated. Consequence(s) will be left to the discretion of administration depending on severity of action.

Rule 14  No Hall Pass/Restricted Areas
A student must have a hall pass whenever he/she leaves a class during the school day. Students are not allowed in restricted areas. Students must also use sidewalks where available and not climb over rails.

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<th>Offense</th>
<th>Consequence</th>
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<tbody>
<tr>
<td>1st Offense</td>
<td>Discretion of Administrator</td>
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<tr>
<td>2nd Offense</td>
<td>SD</td>
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<tr>
<td>3rd Offense</td>
<td>1-3 days of ISS</td>
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</tbody>
</table>
Rule 15  Public Display of Affection/Inappropriate Touching
Students shall not engage in inappropriate physical display of affection or touching on school property or at school functions/activities.

- **1st Offense**: BSD
- **2nd Offense**: SD
- **3rd Offense**: 1-3 days of ISS

Rule 16  Physical Contact
Contact such as pushing, shoving, tripping or other behavior that does not result in a fight is not allowed. Severity of offense will determine consequence.

Rule 17  Fighting
Fighting is not allowed. Fighting is defined as physical contact intended to do physical harm. If one student can be determined as the aggressor, the consequences may be less severe for the other individual.

- **1st Offense**: 1-3 days ISS
- **2nd Offense**: 1-3 days OSS
- **3rd Offense**: 3-5 days OSS

Rule 18  Repeated Violations
Repeated violations of the school disciplinary code will result in more severe, long-term consequences than those associated with isolated actions.

Rule 19  Theft/Major Vandalism *(Property of more than $5)*
Consequence (including restitution) will be left to the discretion of administration depending on severity of action.

Rule 20  Alcohol and Tobacco
Students shall not possess or use any form of alcohol or tobacco on school property or while attending any activity under school supervision.

- **1st Offense**: 1-3 days ISS
- **2nd Offense**: 3-10 days of OSS
- **3rd Offense**: Recommend to administration for expulsion

Alcohol is considered a more serious offense and OSS will be assigned on first offense. Use or consumption will add greater consequence over possession. Saturday detention may also be assigned in addition to ISS/OSS.

Rule 21  Extortion or Attempt to Extort
Students shall not extort or attempt to extort property from other students or school employees. Extortion is defined as obtaining property by force or threat of force. Consequence will be left to the discretion of administration depending on severity of action.
Rule 22   Gambling
Students will not gamble on school property or while attending any activity under school supervision. Gambling includes playing cards, betting, matching, etc. for money or property.

1<sup>st</sup> Offense  SD
2<sup>nd</sup> Offense  1-3 days ISS
3<sup>rd</sup> Offense  1-3 days of OSS

Rule 23   Activating a Fire Alarm under False Pretense

1<sup>st</sup> Offense  2-4 days ISS
2<sup>nd</sup> Offense  1-3 days OSS
3<sup>rd</sup> Offense  Recommend to administration for expulsion

Rule 24   Illegal Activity
No student shall commit illegal acts at school or on a school trip. RTCA students have high expectations in regards to behavior. Any illegal act committed by the students away from school could result in expulsion. These acts include but are not limited to: arson, battery, breaking and entering, drugs, homicide, kidnapping, robbery, weapons. Any student convicted of above listed crimes will be expelled.

HONOR CODE
An honorable person should be a person of integrity. They shall not lie, cheat, or steal.

Being part of the RTCA student body carries with it the responsibility to follow this code of honor. This code of honor follows you in every walk of life.

Since the integrity of our school depends upon this code, the student body is bound by their honor to adhere to the student code of conduct. As a student, I have faith in Jesus Christ. I know He forgives us but also gives us wisdom to make good decisions and carry them out. As an RTCA student, I pledge, with God’s help, to do my best to be a student who:

1. Does not cheat in any form including cheating on tests, copying homework, or plagiarizing of work. Honesty is the best policy. Proverbs 12:1

2. Refrains from language that is unacceptable and offends others. I will also avoid gossiping or taking part in communication that damages a person’s character. Proverbs 4:24

3. Makes a commitment to say no to alcohol, drugs and tobacco. I pledge to be strong in my commitment and help others be strong, too. Romans 12:1

4. Will respect others property. Under no circumstances will I steal or damage someone else’s property. I will encourage my classmates to do the same. Exodus 20:15.

5. Works to help maintain our school buildings and facilities, and reports those who abuse our campus. Genesis 1:26
6. Makes a commitment to be sexually pure. This includes avoiding inappropriate magazines, movies, and web sites. 1 Corinthians 6:18

7. Does my best to honor God in all I do. My talents are a gift from God. In the classroom, on the playing field, on the stage or at work, I will do my very best. This requires always being prepared, working to develop to my full potential, and giving glory to God. Matthew 5:16

GEORGIA INDEPENDENT SCHOOL ASSOCIATION

Code of Good Behavior
While the preponderant majority of schools, and all associated with each school, clearly and consistently exhibit appropriate sportsmanship year-in and year-out, it is incumbent upon each to continue to insure that all are aware and attempt to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities. Toward that end-goal, the Georgia Independent School Association provides the following guidelines to help each school attain these goals, especially with respect to establishing norms of exemplary sportsmanlike behavior during all association events.

1) All school personnel (i.e. coaches, assistants, students, teachers, etc.) are expected to set a positive example of good sportsmanship by both their demeanor, personal example, and leadership at all times.

2) Each year students and all other fans (especially parents) should be informed what behavior is acceptable and that which is not acceptable during all competitive school events.

3) Every student athlete, coach and official is to be treated with honor, dignity and respect before, during and after each athletic event.

4) Fans (including students) are encouraged to cheer and applaud the accomplishments of their favorite team. (This can be done in so many wholesome ways without use of profanity or other improper language, harassment, gestures, or other actions, which cause an embarrassment to the school.)

5) When the contest is over, it is over. Period. Any complaints must be filed according to the association rules and regulations.

6) It is the host school’s responsibility to provide and insure that all participants, fans, and officials can attend any event in safety without undue or improper harassment, etc. from opposing school fans, police, etc.

7) Persons who do not behave properly (or who have violated this code or broken laws, etc.) are to be warned and asked to leave the premises. (In case of law violations, these matters need to be handled by the security personnel, taking appropriate action as deemed necessary.)
8) Ultimately, the school head is at all times (home and away) totally responsible and accountable for all actions of his/her teams, coaches, and fans. With proper leadership, all associated with the school are expected to know and exhibit good sportsmanship, proper acceptable behavior and manners becoming a host/guest at any event.

**Fan Code of Conduct**

What we expect from our fans at Robert Toombs Christian Academy:

1) Parents should be their child’s biggest fan. Help take the pressure off. The goal is to improve your child’s character and athletic skills. Winning is nice, but secondary.

2) Let the officials do their job. You do not have to agree with every call, but must respect their decisions. Do not insult officials by calling them names, using improper language, gestures, or other actions that insult the officials.

3) Profanity is not allowed. Its use could result in removal from the contest.

4) Fans should encourage, cheer, and applaud our team. Talking negatively about our coaches and players or our opponents’ coaches and players is not acceptable. Parents are encouraged to avoid talking negatively about coaches and players in front of your child, other players, or other players’ parents.

5) Encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or event.

6) Failure to abide by these guidelines may result in the loss of privilege to attend RTCA extracurricular events
RTCA currently offers bus transportation to students living in the Ailey/Soperton areas. We currently pickup and drop off students at the 1st Baptist Church in Soperton, the Daniel Baptist Association parking lot in Ailey and the parking lot located by Ellis’ Florist Shop/ Café 201 in Vidalia. These stops are subject to change at any point during the school term. If you live in these areas and desire bus transportation, please complete the contract below and return with your enrollment information.

If you live in other areas and would be interested in transportation, please suggest a centrally located bus stop and return to the office. These additional stops will be considered if enough interest is generated.

Transportation costs for the 2017-18 are listed below. Fees are due monthly, August through May. Checks can be sent in separately or added to your tuition. If you prefer the fees to be drafted, please call Lindsey in the office to make arrangements. Fees are as follows:

- Students riding one way (morning OR afternoon): $75
  (Add $10 for each additional child)

- Students riding both ways (morning AND afternoon): $135
  (Add $20 for each additional child)

- Occasional riders will be charged per trip: $5

Parent’s Name: ____________________________

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<tr>
<th>Student Name</th>
<th>One Way</th>
<th>Both Ways</th>
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<td>#1</td>
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Bus Stop Option:

- Ailey _____
- Soperton _____
- Vidalia _____
Medical Form

Students Name: _____________________________________________ Last Name, First Name

PERMISSION TO ADMINISTER MEDICATION AT RTCA

My child(ren) may be given Tylenol, Advil, Motrin, Pepto-Bismol or cough drops by the school administrator. I understand that any other medications must be kept in the administration office and will require a note and dosage instructions signed by the parent.

Parent's Signature: _______________________________ Date:____

Please list any illnesses, allergies, or other physical problems each child has:

________________________________________________________________________

Please list any medications each child takes on a daily basis:

________________________________________________________________________

Person(s) to contact in case of sickness if parent cannot be reached:

(1) Name: _____________________________ Phone: (______)________________________
    Relationship to student: _____________________________

(2) Name: _____________________________ Phone: (______)________________________
    Relationship to student: _____________________________

Please list any additional Information that you feel administration/office staff may need to know:

________________________________________________________________________

________________________________________________________________________

AUTHORIZATION FOR MEDICAL TREATMENT

As the parent(s) or legal guardian of the student(s) listed above, I/we hereby grant to the Headmaster (or whomever he/she may designate) of Robert Toombs Christian Academy, the authority to sign authorization for medical treatment of the above named student(s). This authority is granted only under the following three (3) conditions: (1) the injury was incurred during school hours, (2) the injury was incurred while participating in athletic games representing Robert Toombs Christian Academy, (3) the parent or legal guardian is not available to sign authorization at the time of injury. Authorization covers any emergency treatment prescribed by the licensed physician assessing the injury (including admission as inpatient).

Signature of Custodial Parent: _______________________________ Date:____

Please contact the office (912) 526-8938 with any questions
Student Absentee Form

Today’s Date _________________________________

Student’s Name _________________________________ Grade _____________
(Please Print)

Day of Week/Dismissal Date Periods Missed (HS/MS only)
________________________
________________________
________________________
________________________
________________________
________________________

Absences will be excused for the following reasons. Please check all that apply.

_____ Sickness (Verification from a doctor may be needed.)

_____ Serious illness or death in the immediate family which necessitates absence from school.

_____ Mandatory appearance by a government agency.

_____ School sponsored and other approved trips/events

_____ Conditions rendering attendance impossible or hazardous to student’s health or safety.

_____ College visitations for seniors (maximum of 2; must be approved by the counselor).  

______________________________________
(Parent’s Signature)  ____________________________  (Date Signed)

______ Excused  ___________ Excused with reservations  _____ Not Excused

- The student should bring this form to the office on the day following the absence. Office personnel will mark it excused or unexcused and write an admissions slip for the student to give to his/her teachers. This form will be maintained in the counselor’s office.
- The student must record homework assignments and make-up test dates and obtain a teacher signature for each class on the Make-Up Plan form.
- Please review the Parent-Student Handbook section on absences.
<table>
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<tr>
<th>Subject</th>
<th>Assignments</th>
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Teacher’s Signature ______________ Date __________
Prearranged Absence Approval Form

Today’s Date ________________________________

Student’s Name ____________________________ Grade _____________
(Please Print)

Day of Week     Date
_________________     __________
_________________     __________
_________________     __________
_________________     __________
_________________     __________

Reason for absence
_________________________________________________________________
_________________________________________________________________

Absences will be excused for the following reasons.
• Scheduled medical/dental procedures
• Mandatory appearance by a government agency.
• School sponsored trips/events
• Absences due to an approved trip (with one week’s prior approval)*
• College visitation days for seniors (Set up through counselor’s office; maximum two.).
  *For a family trip to be considered excused, it should be considered educationally justifiable, and the
reason should be clearly explained above.

____________________________________  __________________________________
(Student’s Signature)  (Parent’s Signature)

_____ Excused  _____ Excused with reservations  _____ Not Excused
• When this form is completed, it should be turned in to the office for pre-approval. A copy will be maintained
  in the counselor’s office.
• The student must record homework assignments and make-up test dates and obtain a teacher signature for
each class on the Make Up Plan form.
• Please review the Parent-Student Handbook section on absences.
RTCA Guest Form

If you are bringing a date to any R.T.C.A. function that is NOT a student at R.T.C.A., please have them fill out the below form. Form must be signed by the Principal or Counselor and returned to Front Office for approval.

Name:__________________________________________________________________________________________

School Currently Attending:__________________________________________________________________________________________

Birthday: __________________________

Discipline Referrals (with contact information)
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Details:__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Signature
_______________________________________________

Title
___________________________________________________________

________________________________
Community Service Student Volunteer Verification Form

Student Name: ___________________________________________________ Grade: _______

Graduation Year: _________________ Date of Birth: _________________

Phone #: _______________________

Name of Community Services Site:
________________________________________________________________________________

Phone #: ____________________________

Please describe the duties the student performed:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Number of Hours completed for Community Service: __________________________

Name of Contact Person that supervised student community service:
(Please print) _________________________________________________________________

Signature of Contact Person Verifying service was completed:
___________________________________________________________________________

Date: ________________

Robert Toombs Christian Academy
628 W. Oglethorpe Avenue
Lyons, GA 30436
912-526-8938
DOCUMENTATION THAT STUDENT AND PARENTS HAVE READ HANDBOOK

THIS FORM MUST BE SIGNED AND RETURNED TO THE OFFICE THE FIRST WEEK OF SCHOOL

The enrollment status of every student will be reviewed yearly, and students will be readmitted on the basis of academic progress, attendance record, disciplinary record, and the overall positive impact the student and parents have had on RTCA.

Consistent with existing policies, RTCA reserves the right to dismiss any student who chooses to do harm to the school and/or its constituents through the misuse of social media or whose parent and/or other family members choose to do harm to the school and/or its constituents through the misuse of social media.

R.T.C.A. reserves the right to make changes to the Student Handbook, if during the term of the school year the Board of Directors should determine that a change is necessary, for the sound operation of the school.

I have read and understand the contents of this handbook.

___________________________________
Student Signature

_____________________
Date

___________________________________
Parent/Guardian Signature

_____________________
Date

Handbook can be found at www.rtcacarusaders.org.